GUIDE FOR PAYMASTERS
OF THE
CANADIAN MILITIA

1st. EDITION

1902

GUIDE FOR PAYMASTERS

OF THE

CANADIAN MILITIA

Consisting of the Financial Regulations (with the exception of those of the Permanent Force) which have to do with the Canadian Militia, and a few general remarks on the position of Paymaster and the duties pertaining thereto

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PREFACE.

As heretofore there has been no special work referring to their duties available for Paymasters of the Canadian Militia, the idea occurred that a 'Guide for Paymasters' would be welcomed by these officers.

With the exception of the pay regulations relating to the permanent force, and a few minor details governing 'actual service,' all the necessary financial regulations and instructions will be found in this little work. In addition some general instructions are given in the briefest possible manner which may be found useful by those officers just starting upon the duties of paymaster.

All ranks, however, should make themselves, as far as possible, acquainted with the financial instructions. As those of the Canadian Militia are not extensive or complicated, very little study on the part of those concerned would be required to keep them in touch with these regulations.

OTTAWA, 1st March, 1902.

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GUIDE FOR PAYMASTERS

GENERAL REMARKS.

POSITION AND STATUS.

The position of Paymaster is an appointment and not a rank. The officer holding the appointment is granted honorary rank; upon appointment that of captain and after ten years service the honorary rank of major. This honorary rank is conferred in order to give the officer holding the appointment of paymaster status. Honorary rank confers no right to command, but gives the holder social precedence, choice of quarters, &c.

The paying of Canadian militia corps is carried on regimentally. Each regiment of garrison artillery and infantry is allowed a paymaster. The appointment having been dropped from regiments of cavalry in the last establishment list.

The paymaster is directly responsible to his commanding officer.

DUTIES.

'It is a paymaster's duty to bring to the notice of his commanding officer any improper or unnecessary issue of pay or allowances. The officer commanding

will cause the circumstances to be inquired into, and see that any allowance improperly issued is refunded. (R. & O., 1898, para. 477, p. 159).'

'Officers in employment on the staff of the militia, will bear in mind that no expenditure for any service will be sanctioned, unless authority for the same has been previously obtained. (R. & O., 1898, para. 489, p. 161).'

INSTRUCTIONS.

A paymaster should in the first instance make himself thoroughly acquainted with all the financial regulations. They are not numerous as will be seen by this Guide, which contains all the regulations in force up to date of issue, with the exception of those which apply to the permanent force. Another very important thing with which a paymaster should become thoroughly familiar with is the establishment list. It is absolutely necessary that he should understand the correct authorized strength of his regiment in the different ranks in order that pay be not claimed for a number of any rank, which is in excess of the establishment.

All pay-lists are to be made out and signed in duplicate and in a like manner any voucher that may be attached. All ranks must sign their own names in the proper column on the pay sheets, or their mark witnessed to, in cases where the signer is unable to write. When signing by proxy is necessary, the written instructions to that effect by the individual in question must be attached.

No officer who has not been regularly gazetted, or no non-commissioned officer or man who has not been properly enlisted and whose name appears upon the service roll of the regiment, is to be allowed to sign the pay sheet.

The printed certificate which is to be found on the pay-sheets is in all cases to be signed by the proper officers. The extensions to be correctly carried out and the entire pay to be totaled up.

In cases where an allowance in lieu of rations, forage, &c., is claimed (authority having been granted), the number of days and the allowance for both rations and forage is to be given at the foot of the pay-sheet and the total amount carried out and included in the grand total. In like manner the allowance for marching or transport of baggage is to be filled in. Forms for these two latter are also to be filled out, in duplicate, and attached to pay-sheets as vouchers.

Officers signing incorrect pay lists are liable to certain penalties which will be found further on.

There are separate forms of pay-sheets made suitable for the different branches of the service. Printed instructions are to be found upon each, so that with a little careful perusal of these instructions, and a general knowledge of the regulations, it is not a difficult matter to avoid errors and improperly made out pay sheets.

Separate sheets are to be used for the regimental staff and squadrons or companies. Sergeants on the staff should be included with the staff. Bandsmen

may be placed together upon one sheet or included with the company to which they belong.

In all corps where there is a paymaster, all financial questions should be dealt with by him. He and his clerk should specially see to the making out and completing of all pay sheets.

To lay down a fixed and hard rule for making out pay sheets would be a difficult matter, as the paymaster must be guided to some extent by existing circumstances, but it will be found that in most cases the following method will work successfully:—For example, take a rural regiment of infantry. Have each company commander parade his men in front of the office and sign the pay-sheet, officers in their proper lines, then sergeants, corporals and privates. After all the sheets have been duly signed in this manner, the great bulk of trouble is over and it then remains for the sheets to be filled in, amounts properly extended, any necessary vouchers attached and the whole totaled up. A third copy should invariably be made out and kept for the use of the regiment. This copy, however, need not be signed.

The above illustration applies of course to any arm of the service. In the case of mounted units care must be taken that pay for horses is set opposite the name of the individual entitled to same.

By following the above briefly outlined method, varied at times to meet different circumstances, it will not be found a difficult matter to make out pay-sheets, which should be absolutely correct and com-

plete in every particular before being handed in for muster parade.

NOTE.—Some of the regulations governing 'actual service' are not included in this Guide.

PAY.

GENERAL REGULATIONS RELATING THERETO.

His Majesty may order the officers and men of the several corps of the Active Militia or any portion thereof, to drill for a period not exceeding sixteen days or less than eight days in each year; and for each day's drill of not less than three hours, every officer, non-commissioned officer and man shall receive the pay of his rank, according to the schedule herein published for active service (ordinary rates). R. & O., 1898, para. 244, p. 114).

Whenever the militia or any part or corps thereof is called out for active service, the officers and men so called out shall be paid at such rates of daily pay as are paid to officers and men of corresponding grade in His Majesty's service, or such other rates as are for the time being fixed by the Governor in Council. (R. & O., 1898, para. 12, p. 72).

The rate of staff pay shall be dependent on the staff appointment held, and not on the rank of the officer holding it. (R. & O., 1898, para. 11, p. 72).

* * * * * * * Nor shall any officer hereafter provisionally appointed receive a higher rate of pay than that of 2nd Lieutenant. (R. & O., 1898, para. 182, p. 102).

Brevet or honorary rank does not entitle an officer holding it, whilst serving in his corps, to pay or allowance in excess of that authorized for his regimental rank. (R. & O., 1898, para. 183, p. 102).

No officer or man will draw pay in more than one capacity. (R. & O., 1898, para. 185, p. 103).

An officer or man will forfeit his daily pay when absent from duty on leave or furlough. (R. & O., 1898, para. 186, p. 103).

A regimental officer of a certain rank who is temporarily performing the duties pertaining to a higher rank will only receive the pay of his own rank, but may receive field allowance for a higher rank, the duties of which he is performing. (R. & O., 1898, para. 190, p. 103).

NOTE.—The field allowance referred to in the above paragragh does not refer to annual training.

Payments for drill shall be made only upon proof of compliance with such regulations touching such drill, and the efficiency of the several corps, on His Majesty's orders, and any officer or man absent from drill shall forfeit his pay therefor. (R. & O., 1898, para. 262, p. 117).

ABSENCE.

Neither pay, allowances nor rations are to be issued to or for any officer or man for any day or days he is absent from camp. (R. & O., 1898, para. 272, p. 118).

Before any corps receives pay, the commanding officer shall be required to certify in his own handwriting, at the end of the pay-list of his corps, that each officer, non-commissioned officer and man for whom pay is demanded, was actually present with his corps and performed the number of days training specified opposite his name. (R. & O., 1898, para. 273, p. 118).

ESTABLISHMENTS.

The establishments for which pay will be granted are those issued with General Orders. The numbers authorized in these lists are not to be exceeded in any case. Men returned as privates must appear as such in the ranks and have been fully exercised. Credit is not to be taken under the heading of 'Private,' for supernumerary bandsmen, buglers and drummers, unless they are in the ranks, and are shown to be efficient in the duties of the arm to which they belong. (R. & O., 1898, para. 276, p. 119).

INSPECTION.

The day of the final inspection parade will be one of the obligatory attendance days for all ranks. Those absent from inspection without leave will be

specially dealt with, and in no case will any officers, non-commissioned officers or men absent from inspection be permitted to draw full pay. Those absent with leave on medical certificate will be entered on a separate pay-list, and will be allowed credit for such drill as they may have performed, up to the limit of eleven days. (R. & O., 1898, para. 277, p. 119).

Also officers, non-commissioned officers and men on leave of absence, will not draw pay for the time absent. (R. & O., 1898, para. 278, p. 120).

The Inspecting officer is required to compare the pay-lists with the service rolls of the corps. (R. & O., 1898, para. 288, p. 121).

MUSTERS.

Musters of mounted corps are to be made at a mounted parade, and no excess will be allowed in either the mounted or dismounted establishment. (R. & O., 1898, para. 289, p. 121).

HORSES.

For horses of mounted officers and corps one dollar per diem is authorized, in addition to free rations (for officers, non-commissioned officers and men) and free forage (for horses). If straw is not required, its equivalent in value in either hay or oats may be issued instead if required. (R. & O., para. 269, 1898, p. 118).

No mounted officer shall receive pay for more than one horse, actually used by him. (R. & O., 1898, para. 270, p. 118).

The pay for horses shall cover any expenses incurred for shoeing while at drill. (R. & O., 1898, para. 271, p. 118).

RENDERING ACCOUNTS.

With the exception of the regular pay-lists of the service itself, no accounts for militia payments are to be made out by officers or clerks of the Department of Militia and Defence, or of the District Staff, or by an militia officer, non-commissioned officer or man employed in connection with the service for which such account is rendered. Creditors will make out their own accounts. (R. & O., para. 491, p. 161.)

The commanding officer of each camp and other officers on the authorized strength of the staff of a camp for drill or training will be allowed free forage and one dollar per diem for one horse, if a horse is required and used by him in the discharge of his duties as a mounted officer. (R. & O., 1898, para. 246, p. 114.)

OFFICERS ON THE STAFF.

The following rates of pay are authorized and will be charged on a pay-list for the staff:—

	Per diem.
Chief Staff Officer	$7 00
Brigadier	7 00
Assistant Adjutant General	6 00
Deputy Assistant Adjutant General	5 00
Brigade Major	4 00
Staff Officer	3 00
Principal Medical Officer	5 00
Principal Veterinary Officer	4 00

(Para. 9, p. 72, amended by G. O. 37 of 1899.)

Officers whose employment on the staff is authorized will draw the pay of their staff appointment. (R. & O.,1898, para. 249, p. 115.)

Officers of the permanent corps, attached to the staff of a camp, will draw the difference of the pay of their substantive rank in their own corps, and that of the position they hold in the camp of exercise, together with their special allowance as permanent officers attached to a camp of exercise, also horse allowance (if a horse is required) on a separate pay-list. (R. & O., 1898, para. 251, p. 115.)

Officers of the permanent staff will draw the ordinary rates laid down for the appointments they hold. (R. & O., 1898, para. 252, p. 115.)

NON-COMMISSIONED OFFICERS AND MEN.

Non-commissioned officers and men of the permanent force acting as instructors in camps will receive the following allowance :

		Per diem.
1st class instructor	.....	50 cents.
2nd "	.....	40 "
3rd "	.....	30 "
4th "	.....	20 "
5th "	.....	10 "

(M.O. 93 of 1899).

As rations will not be issued to or for sergeants and other instructors while on duty away from their corps, they will receive an allowance of 75 cents per diem, to cover the cost of their subsistence when

detailed for duty with corps at training in camps, at provisional schools and with universities, colleges and high schools. This allowance may be claimed for in their squadron, battery or company pay-list. When detailed for duty with a corps of active militia which receives an allowance for drill instruction, their subsistence must be provided by the corps requiring their service. (R. & O., 1898, para. 79, p. 83).

OFFICERS (ORDINARY.)

Rank.	Rate per day.
Lieut-Colonel in command of regiment	$4 87
Major	3 90
Paymaster	3 05
Adjt. with rank of Capt	2 82
Adjt. with rank of Lieut	2 44
Quartermaster	2 82
Surgeon-Major	3 90
Surgeon-Captain	2 82
Surgeon-Lieut	2 00
" (on probation)	1 58
Veterinary Officer	2 50

These officers are to be included for pay and allowances in the regimental staff pay-list.

Captain	$2 82
Lieutenant	1 58
2nd Lieutenant	1 28

These officers are to be included for pay and allowance s with their men.

(R. & O., 1898, para. 181, p. 102).

NON-COMMISSIONED OFFICERS AND MEN (ORDINARY).

The rate of pay for each non-commissioned officer and man shall be as follows for their respective grades :—

Rank.	Rate per day.
Sergeant-Major	$1 00
Quartermaster-Sergeant	0 90
Paymaster's clerk	0 90
Orderly room clerk	0 90
Hospital orderly (according to rank)	
*Pay sergeant (col. sergt.) and squadron sergeant-major	0 80
Sergeant	0 75
Corporal	0 60
Bugler, drummer, trumpeter	0 50
Private	0 50
Sergeant-Farrier	0 75
Corporal (artillery)	0 65
Bombadier	0 60
2nd corporal (engineers)	0 60
Bandmaster	1 00
Sergeant drummer, bugler or piper	0 75

(R. & O., 1898, para. 192, p. 104).

SPECIAL FOR MEDICAL OFFICERS.

Pay will be drawn by the medical officer performing annual drill with the corps to which he belongs for one day before proceeding to camp, provided the

*This rate of pay covers also company sergeant-major and squadron or company quartermaster-sergeant.

regulations contained in these orders (medical regulations) have been carried out to the extent of examining at least the non-commissioned officers and men of (1) a battery of field artillery, (2) two squadrons of cavalry, (3) four companies of infantry and rifles, and two days' pay if all the squadrons of a regiment of cavalry or companies of a regiment of infantry and rifles have been examined. This service must be certified to by the commanding officer of the corps. (R. & O., 1898, para. 63, p. 234).

The cost of transport at the rate of two cents per mile from local headquarters to camp and return will be charged against the pay of the squadron, battery or company officer bringing to camp non-commissioned officers or men found to be medically unfit. (R. & O., 1898, para. 64 [15], p. 236).

MUSKETRY INSTRUCTORS.

Officers detailed as musketry instructors and attached to the staff of the camp commandant by authority from headquarters will draw the pay of their rank. (G. O. 68 of 1901.)

MARKERS.

An allowance of 25 cents per diem may be drawn for men employed as markers at camps of instruction for each day actually so employed.

Claims under this head will be made out and certified to by the musketry instructor and included in a separate pay-sheet. No allowance will be drawn

for those detailed as markers and who have been returned to duty as inefficient. (G. O. 68 of 1901.)

ALLOWANCES.

RATIONS AND FORAGE.

The allowance authorized to be drawn in lieu of rations and forage by corps of active militia ordered out for active service or continuous training is as follows :-

25 cents per man of all ranks per diem in lieu of rations.

35 cents per horse per diem in lieu of forage.

The only soldiers serving with their corps who may be locally exempted from drawing rations in kind are : –

(*a*) Men employed as waiters or servants in the officers' mess.

(*b*) Employed officers, non-commissioned officers and men when their employment is of such a nature as to render drawing rations in kind difficult or seriously inconvenient to them. These officers or men may be struck out of mess, under authority of the senior officer in local command and may receive commuted allowance. (R. & O., 1898, para. 203, p. 106.)

Each non-commissioned officer on the authorized strength of the staff of a camp will be paid an allowance of fifty cents per diem in addition to pay of rank in lieu of rations. (R. & O., 1898, para. 248, p. 115.)

FIELD.

The following scale of field allowances in camps of instruction has been approved :—

	Per diem.
Camp Commandant	$5 00
Officers of the Active Militia employed on the staff under authority from headquarters	2 50
Officers of His Majesty's Regular Army	2 50
Officers of the Permanent Corps	2 50
Regimental Quartermasters, day before arrival and day after departure of their corps	1 00
Warrant Officers of Permanent Corps	0 50
Staff Sergeants	0 35
Sergeants	0 25
Rank and file	0 10

(R. & O., 1898, para. 247, p. 114).

Non-commissioned officers and privates while employed as instructors may be granted local and temporary rank as follows :—

1st class instructors :		Staff Sergeant Instructors.
2nd "	"	Sergeant Instructors.
3rd "	"	Lce. Sergeant Instructors.
4th "	"	Corporal Instructors.
5th "	"	Lce. Corporal Instructors.

(M. O. 51 of 1899).

ADVANCE PARTIES.

Each corps detailed for training in camp will send on an advance party to the camp one day, exclusive of a Sunday, before the arrival of the troops in camp, to take over the camp equipment and pitch the camp. This party will consist of the quartermaster and one batman, the quartermaster sergeant and two men per squadron in case of cavalry regiments and one man per company in case of infantry regiments. Batteries of artillery and companies of engineers or departmental corps will send the quartermaste geant and two men. In the event of bad weather, a similar party will remain in camp, after the troops have left, for the time necessary to strike camp, clean up the ground and return the camp equipment to the staff officer for 'B' duties. Pay and allowances will be issued for the time the party remains in camp. (R. & O., 1898, para. 253, p. 115).

Pay and allowances will be drawn by the staff officer for 'B' duties and the non-commissioned officer or private who assists him, for the days during which advance parties are in camp. (R. & O., 1898, para. 254, p. 115).

CAMP KETTLES.

The following allowance for camp kettles and cooking utensils to each corps ordered out for service or annual training in camp is authorized: –

To each squadron of cavalry, or mounted rifles, field battery, company of garrison artillery and engineers (higher establishment)	$10 00
To each squadron of mounted rifles, company of garrison artillery, engineers, (lower establishment), infantry or rifles, army service corps, bearer company or field hospital	6 00

(G. O. 29 of 1902.)

VETERINARY.

The following scale of allowances in lieu of medicines, appliances, &c., for the treatment of sick or injured horses of mounted corps, exclusive of permanent units, in camps of exercise is authorized :—

CAVALRY.

Regiments.

Staff	$ 3 00
Squadron	20 00
Independent Squadron	20 00

Artillery.

Brigade Divisions.

Staff	$ 3 00
Battery	15 00
Independent Battery	15 00

Mounted Rifles.

Regiments.

Staff	$ 3 00
Squadron	15 00
Independent Squadron	15 00

A return, certified as correct, by the veterinary officer and commanding officer of each corps, showing the value of each article and how expended, will be made a charge on, and attached to the pay-sheet of the corps, as a voucher for the expenditure. Any account in excess of the above scale will not be admissible.

In the case of a regiment of cavalry or mounted rifles, or a brigade division of artillery, the return will be included in the Staff Pay-list. (R. & O., 1898, paras. 544 (*a*), 544 (*b*),—G.G. 84 of 1901).

COLLAR MAKER AND WHEELER.

When in camp or on service the harness-maker and wheeler of any field battery of artillery may, if they provide their own tools, execute urgent repairs

to the equipment of the battery under orders of the commanding officer. Payment will be made for necessary materials used to effect said repairs, together with 75 cents working pay per diem for any day the artificer performs a fair amount of such extra work. (R. & O., 1898, para. 545, p. 173).

TRUMPETERS.

To each Trumpeter in possession of a 1st class certificate.....	$12 00
To each Trumpeter in possession of a 2nd class certificate.....	8 00
To each Trumpeter in possession of a 3rd class certificate.....	4 00

Claims for allowance for trumpeters will be made on Militia Form C., 78. (R. & O., 1898, para. 300, p. 124).

TRANSPORT.

When allowance in lieu of transport is claimed by the officer entitled to receive it for his corps, a separate and detailed account thereof duly certified by the captain and the commanding officer, is to be attached to the acquittance roll for the annual drill pay of the corps. (R. & O., 1898, para. 256, p. 116).

Field batteries will march to camp if the distance is not more than 6 miles. If more than 6 but under 25 miles, an allowance in money at the rate of 4 cents per mile will be issued for such of the men as cannot be carried on the horses, gun carriages and

limbers of the battery. (R. & O., 1898, para. 279, p. 120).

The cost of transport, from local headquarters to camp and return, will be charged against the pay of the squadron, battery or company officer, bringing to camp non-commissioned officers or men found to be medically unfit. (R. & O., 1898, para. 280, p. 120).

BAGGAGE.

An allowance will be granted at the following rates for transport of all regimental baggage to and from camps of instruction.

Each officer	50 cents.
Each non-com. officer and man	10 "

(R. & O., 1898, para. 281, p. 120).

This allowance is to cover cost of transport for the distances between headquarters to railway or steamboat station, and from terminal station to site of camp and return to headquarters. Claims for this allowance will be made on A.G.O. Form C., 52, and forwarded to camp commandant. (R. & O., 1898, para. 282, p. 120).

Transport will only be allowed for those officers and men whose names are borne on the pay-list of a corps ordered to camp, or whose employment on the staff has been approved at headquarters. (R. & O., 1898, para. 283, p. 120).

Corps receiving marching allowance will not be entitled to the above allowances. (R. & O., 1898, para. 284, p. 121).

MARCHING.

Companies of infantry whose headquarters are more than six miles from the railway station or steamboat wharf from which they are to receive transport will be allowed six cents per officer and four cents per man, per mile, for the number of miles necessarily travelled by ordinary wagon road going to and returning from that station or wharf. (R. & O., 1898, para. 285, p. 121).

A similar allowance will be paid to companies whose headquarters are more than six miles from the place of encampment, and from whence no railway or steamboat can be made available for transport over any portion of the journey. The allowance of four cents authorized is extended to dismounted men of all corps. (R. & O., para. 286, p. 121).

PAY-LISTS.

CERTIFICATES TO BE APPENDED.

The following certificate will be appended to pay-lists and will be in the handwriting of the certifying officer, viz. :—

1st.—Certificate of the officer commanding squadron, battery or company :

'I certify that all the officers, non-commissioned officers and men included in this pay-list have been duly appointed or enrolled as required by the Militia Act, that they were present with their corps and have performed drill according to the regulations, for

the number of days specified opposite their names respectively, also that the horses charged for were present at each day's drill, and that the number of officers, non-commissioned officers, men and horses, is not in excess of the regulations.

'(Signed) .....

'Commanding.....'

2nd.—Certificate of camp paymaster :

'I certify that every officer, non-commissioned officer and man, for whom pay is drawn on this pay-list was present and answered his name at a muster held by me at.....on.....and that the rates of pay drawn in each case are in accordance with Part III., Section V. (1), Regulations and Orders for the Militia.

'(Signed).....

'Paymaster.'

3rd.—Certificate of the district officer commanding M.D.—

'I have compared the names on the above pay-list with the service roll *.....and certify that the officers, non-commissioned officers and men entered therein and entited to pay under †....

'(Signed) .....

'D. O. C. Militia District No....'

The attention of officers signing these certificates is drawn to section 25 of the *Militia Act.*
(R. & O., 1898, para. 290, p. 121).

*Insert the squadron, battery or company.

†Insert the paragraph of the Regulations and Orders under which pay is authorized.

PENALTIES.

CLAIMING PAY IN MORE THAN ONE CORPS.

Every officer commanding a corps of militia who knowingly claims pay, on account of any drills performed with his corps, for any man belonging to any other corps of militia, and every officer commanding a corps of militia who includes in any parade or other return, any man not duly enrolled and attested as a militiaman, and every non-commissioned officer and man of the militia who claims or receives pay on account of any drill performed in the ranks of any other than his own proper corps, or in more than one corps during the annual drill in any year, is guilty of a misdemeanor, and shall also be liable to be tried and punished by court martial. (R. & O., 1898, para. 257, p. 116.)

MISAPPROPRIATION OF MONIES.

Every officer and non-commissioned officer of the militia who obtains under false pretences, or who retains or keeps in his own possession, with intent to apply to his own use or benefit, any of the pay or monies belonging to any officer or man of any corps, is guilty of a misdemeanor and shall be dismissed from the service ; and any officer and non-commissioned officer who signs a false parade state, roll or pay-list, or any false return whatever, is guilty of a misdemeanor and shall also be liable to be tried by court martial for the offence. (R. & O., 1898, para. 258, p. 116.)